

GIVE YOURSELF A
BREAK**Take a break!**

Taking a break means that you are a dedicated employee, dedicated to taking care of yourself.

The human body was NOT designed to...

- Stay in one position for long periods of time, or
- Perform tiny, detailed movements (such as typing) for long periods of time.

It's unnatural!

So protect yourself and your work...take a break!

Here are some suggestions:

• Eye breaks — Take a 20 / 20 break.

- Every 20 minutes—take a minute to rest your eyes.
- Look at something 20 feet away.
- Blink your eyes rapidly for a few seconds.
- Wear your computer glasses, if you have them.

• Micro breaks — Take a break between periods of intense activity.

- Rest your hands in your lap for 1-2 minutes.
- Briefly stretch, stand up, move around.
- Do a different work task, such as making a phone call.

• Rest breaks — Take a brief rest break every 30-60 minutes.

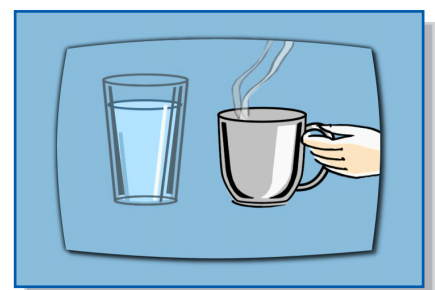
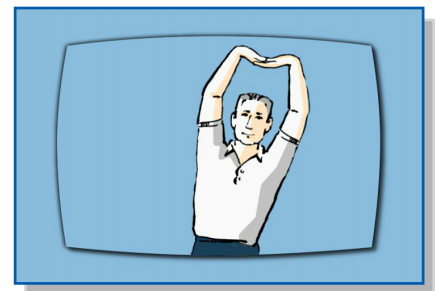
- Stand up, move around, and do something else.
- Get a drink of water, soda, tea, coffee...
- Talk to your co-workers about your work and your family.

• Exercise breaks — Stretch and do gentle exercises every 1-2 hours.

- Use special software that alerts you when you need to take a break.

• Mental health breaks — Take a break whenever you feel stressed out.

- Go for a walk, talk to some friends, breathe – “chill.”



Only after you take care of yourself... can you take care of others.